

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

October 10, 2000

The meeting of the Colusa County Children and Families Commission was called to order at 1:42 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Barbara Hankins, Nancy Parriott, and Christy Scofield were present, constituting a quorum.

Items discussed in accordance with the publicly-posted agenda were as follows:

1. Approval of Minutes: September 12, 2000 Meeting and Public Hearing

Two sets of minutes were reviewed, one for the monthly business meeting and the other for the public hearing held on the proposed strategic plan. Commissioner Parriott moved to approve the minutes without correction; motion seconded by Commissioner Hankins. The motion was passed unanimously by voice vote (3/0).

2. Report on Closed Sessions Held by the Commission

Commissioner Scofield reported that two closed sessions were held, both related to personnel matters in the selection of an Executive Director for the Commission. A meeting on Tuesday, September 26, was held to review application packages from people who had applied to be considered for the Executive Director position. Another meeting on Monday, October 2, was held to interview candidates who were selected from the initial application review process.

3. Review Outstanding Invoices and Approve Payment of Expenses

Three expense items were presented for consideration.

- An invoice from the Sacramento County Children and Families Commission for \$16.93 was received related to costs for a regional workshop held in June. A question was raised whether these types of costs would be reimbursed by the State Commission; the response was no, state reimbursement is only available for attending state-level meetings and events.
- Authorization to spend \$100 to send two people to the regional Safe from the Start conference in Sacramento on October 25th was requested.
- An invoice and monthly status report was submitted by Social Entrepreneurs, Inc. for consulting services rendered in September and related expenses. The total invoice amount is \$2,889.02.

Commissioner Parriott moved to approve all three expense items as presented; motion seconded by Commissioner Hankins. The motion was passed unanimously by voice vote (3/0).

Commissioner Scofield presented a current financial report that showed a balance in the Children and Families Trust Fund of \$497,075 as of August 31, with \$5,973 of accounts payable outstanding to be paid from this balance.

4. Conduct Public Hearing on Annual Report and Financial Audit for Period 7/1/1999 – 6/30/2000

The annual report and financial audit for the period July 1, 1999 through June 30, 2000, developed in compliance with California Health and Safety Code section 130150, were distributed for public review. The audit was performed by the Colusa County Auditor-Controller's office and involved the generation of the financial statements requested by the State Commission. The audit report does not contain a management letter; this letter and a second audit report will be provided by the end of the year through the comprehensive audit of Colusa County performed by an independent CPA firm. The Auditor-Controller's office had tried on numerous occasions to get guidance from Joe Munso at the State Commission office on this matter and did not receive a response to any of their inquiries.

No public comments or questions were received on the annual report and audit. Questions raised by Commission members were:

- The Statement of Income and Expenses contains a line item called "Special Department Expenses" – what is contained in this line item? The answer is that it includes various expenses from the Social Entrepreneurs invoices such as meals at Advisory Council meetings, child care stipends, translation services and various other expenses incurred during the strategic planning process.
- Has Colusa County charged the Commission for any of their services? The answer is "not yet" but the County probably will charge the Commission soon as part of the year-end accounting close and audit process.

Commissioner Scofield noted that all expenditures made to date have come from the \$50,000 planning grant received from the State Commission. No money has been expended from the allocations received from the state Children and Families Trust Fund,

Commissioner Hankins moved to adopt the annual report and audit as presented; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (3/0).

5. Selection of Contractor to Provide Executive Director Services

Charlette Lauppe has been selected as the contractor for the Executive Director position, contingent on successfully passing a background check to be performed by the Colusa County Department of Health and Human Services. The projected contract start date is November 15th.

The next step is to negotiate a contract, including acceptable insurance coverage, with Ms. Lauppe. The Executive Director position description approved by the Commission will be the basis for defining the scope of work in the contract. It is expected that the contract will be completed and ready for Commission approval at the November 14th meeting.

6. Amendment to Consulting Services Agreement with Social Entrepreneurs, Inc. for Continuation of Staff Support Services

It does not appear that Social Entrepreneurs, Inc. (SEI) will be needed after November 14th to provide general staff support because Ms. Lauppe should have a contract in place by then. Mike Smith indicated that enough room exists under the budget of current contract to cover all SEI services through November 14th, including a full-day transition meeting with Ms. Lauppe. Where continued involvement from SEI may be needed is to assist with the detailed work of implementing the fund allocation process described in the strategic plan.

Discussion then ensued about how the fund allocation process should work, and specifically whether the Commission should identify a few strategies that will be considered for funding and then invite specific organizations to apply for funding, or have a more open invitation for all interested organizations to apply for funding. It was agreed that an in-depth discussion on the mechanics of the fund allocation process should occur in the November Commission meeting.

Based on the uncertainty as to whether additional involvement from SEI will be needed (and, if so, where that involvement might focus), it was decided to continue this agenda topic and make a decision on extension of the SEI contract in November.

7. Report on State-level Events and Issues

Mike Smith gave a report on the following state-level issues and events:

- The Association of California County Children and Families Executives (ACCCFE) has completed their proposal to the State Commission requesting increased funding for the operational and administrative costs of county commissions. The final proposal calls for each county to allocate 5% of their available funding for operations, then have the State Commission provide additional funding as needed so that each county would have up to \$125,000 to cover operating costs. Colusa County would be eligible to apply for up to \$108,133 of additional funding under this formula. These additional funds can only be used for operating costs and not for direct services to children and families except that the funds can be used to support multi-county collaborative programs. For example, these funds could be used to help fund a family resource center in Arbuckle or Dunnigan that is a joint project of Colusa and Yolo Counties. The ACCCFE proposal will be voted on at the next State Commission meeting.
- The Central Valley counties (Kern, Kings, Tulare, Fresno, Merced and other counties in that area) are submitting a proposal to the State Commission for a \$50,000 planning grant for developing a demonstration project on child care and other assistance to farm workers. The project may provide useful information in the future for Colusa County, which has many of the same issues with agricultural workers (and migrant workers) as the Central Valley counties.
- The California Center for Health Improvement (CCHI) has announced that they will not apply for new funding to continue the current Prop. 10 Technical Assistance (TA) Center, and that the TA Center will cease operations on December 31, 2000. However, ACCCFE has stepped into a central role in ensuring that quality TA services continue to be available to the counties, and is pursuing funding and negotiating arrangements to make this happen. More information should be available next month.
- The next ACCCFE meeting will be held on October 18th, followed by a State Commission meeting on the 19th. Both meetings are being held in Napa Valley.

8. Public Comment and Unscheduled Matters

No public comments were made. Commissioner Scofield indicated that she would order five more copies of the Request for Proposal Guidebook / Toolkit from the Prop. 10 TA Center so that all Commission members and Ms. Lauppe could have a copy.

9. Dates for Upcoming Meetings

The next meeting will be held on Tuesday, November 14, from 2:30 – 5:00 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa. The December meeting was also scheduled and will be held on Tuesday, December 12, from 3:00 – 5:00 p.m. at the Colusa Library.

10. Adjournment

The meeting was adjourned at 3:05 p.m.

Minutes prepared by Mike Smith, consultant to the Commission.